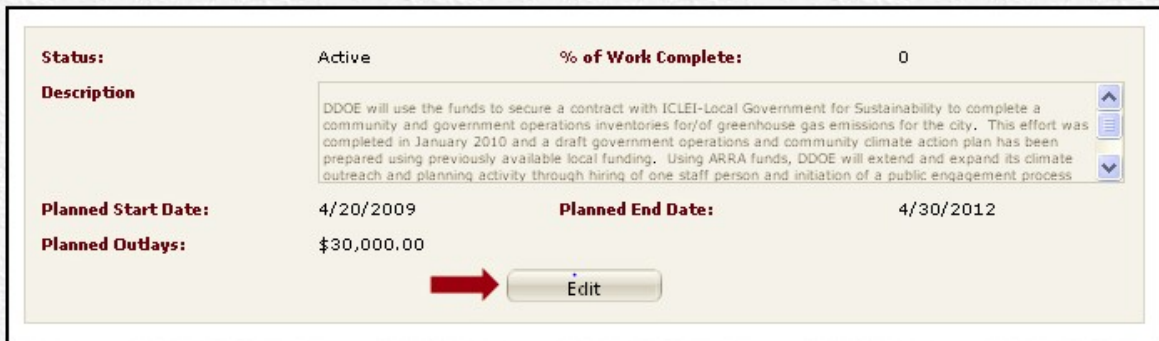


SEP Quarterly Performance Report - Activity Status Information

To enter activity status information:

1. Click on the **Edit** button



The screenshot shows a form with the following fields:

Status:	Active	% of Work Complete:	0
Description	DDOE will use the funds to secure a contract with ICLEI-Local Government for Sustainability to complete a community and government operations inventories for/of greenhouse gas emissions for the city. This effort was completed in January 2010 and a draft government operations and community climate action plan has been prepared using previously available local funding. Using ARRA funds, DDOE will extend and expand its climate outreach and planning activity through hiring of one staff person and initiation of a public engagement process		
Planned Start Date:	4/20/2009	Planned End Date:	4/30/2012
Planned Outlays:	\$30,000.00		

A red arrow points to the **Edit** button located below the Planned Outlays field.

2. You can edit the activity status and the % of work complete



The screenshot shows the **Edit Performance Report Status** dialog box with the following fields:

Edit Activity Status

Status: % of Work Complete:

Buttons: **Save**, **Cancel**

The **Status** dropdown and the **% of Work Complete** input field are circled in red.

Status: active, completed, or dropped

% of Work Complete: Amount of the activity that has been completed.

3. When you are finished, click the **Save** button



The screenshot shows the **Edit Performance Report Status** dialog box with the following fields:

Edit Activity Status

Buttons: **Save**, **Cancel**

Milestones

A milestone is any step necessary to successfully complete the activity.

On this page:

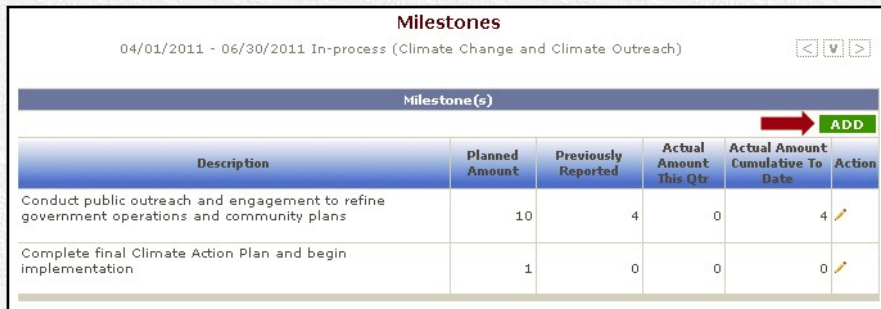
[Add a Milestone](#)

[Edit a Milestone](#)

[Delete a Milestone](#)

Add a Milestone

1. Click on the **Add** button



Milestones					
04/01/2011 - 06/30/2011 In-process (Climate Change and Climate Outreach)					
Milestone(s)					
Description	Planned Amount	Previously Reported	Actual Amount This Qtr	Actual Amount Cumulative To Date	Action
Conduct public outreach and engagement to refine government operations and community plans	10	4	0	4	
Complete final Climate Action Plan and begin implementation	1	0	0	0	

2. Enter data into the fields. Planned start/end date, amount, and description fields are required. Click the **Save** button when finished.



Add Milestone

Add Milestone Information



Planned Amount:

Actual Amount:

Description:

Edit a Milestone

1. Once in your Performance Report, click on the pencil icon next the milestone you want to edit

Milestones					
04/01/2011 - 06/30/2011 In-process (Climate Change and Climate Outreach)					
Milestone(s)					
ADD					
Description	Planned Amount	Previously Reported	Actual Amount This Qtr	Actual Amount Cumulative To Date	Action
Conduct public outreach and engagement to refine government operations and community plans	10	4	0	4	
Complete final Climate Action Plan and begin implementation	1	0	0	0	

Milestone Editing Restrictions:

- For milestones that are newly entered in a report that has not been submitted, all fields can be edited and the milestone can be deleted
- For milestones from previous quarter reports, you can only enter the actual amounts (start date, end date, and amount). You cannot delete this milestone.

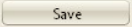
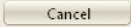
2. Edit or add data and then click the **Save** button

Edit Milestone Information

Planned Amount: 15000

Actual Amount:

Description: Milestone info...

Required Metrics

On this page:

[Financial Metrics](#)

[Obligations](#)

[Add Metric Item](#)

[Enter Obligations Amount](#)


[Process Metrics](#)

[Add a Process Metric to your Performance Report](#)

[Enter or Edit an Amount for a Process Metric](#)

Financial Metrics

1. Click on the edit icon in the action column

Financial Metrics				
Source Of Funds	Previously Reported	This Quarter Outlays	Total Cumulative To Date	Action
Outlays				
Recipient				
Federal	\$0.00		\$0.00	
Total Outlays :	\$0.00	\$0.00	\$0.00	

2. Enter the amount for this quarter and click the **Save** button

Financial Metrics				
Source Of Funds	Previously Reported	This Quarter Outlays	Total Cumulative To Date	Action
Outlays				
Recipient				
Federal	\$0.00	<input type="text" value="\$ 150,000.00"/>	\$0.00	
Total Outlays :	\$0.00	\$0.00	\$0.00	

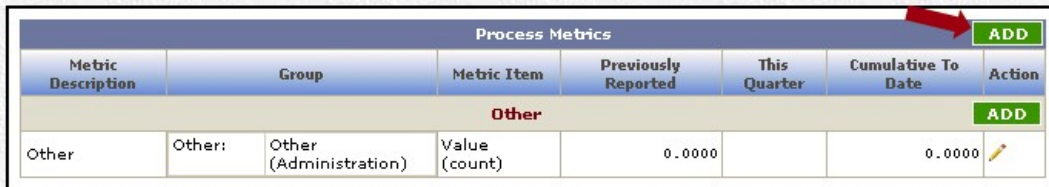
3. Your outlays will be displayed as seen below

Financial Metrics				
Source Of Funds	Previously Reported	This Quarter Outlays	Total Cumulative To Date	Action

Process Metrics

Add a Process Metric to Your Performance Report

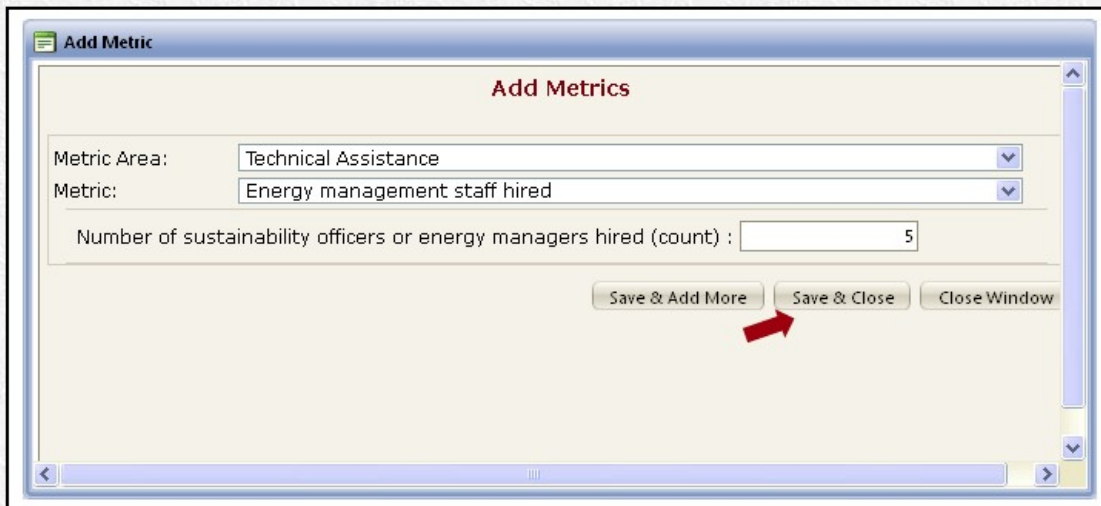
1. Click on the **Add** button



Process Metrics							ADD
Metric Description	Group		Metric Item	Previously Reported	This Quarter	Cumulative To Date	Action
Other							ADD
Other	Other:	Other (Administration)	Value (count)	0.0000		0.0000	

2. Select the metric area, metric, enter the amount, and click on the **Save and Close** button

** To add more Process Metrics without leaving the Metric Wizard, click on the **Save & Add More** button



Add Metric

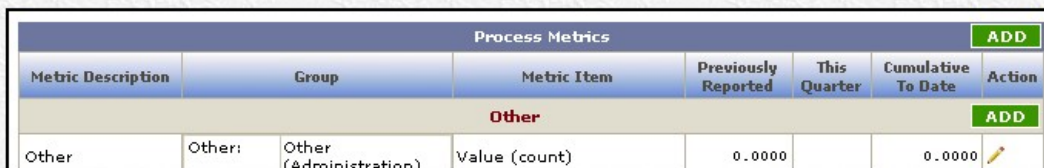
Add Metrics

Metric Area:

Metric:

Number of sustainability officers or energy managers hired (count) :

3. Your metric will be displayed as seen below



Process Metrics							ADD
Metric Description	Group		Metric Item	Previously Reported	This Quarter	Cumulative To Date	Action
Other							ADD
Other	Other:	Other (Administration)	Value (count)	0.0000		0.0000	